



Departmental Quarterly Performance Report

**Department Name: Office of the Chief Information
Officer**

**Reporting Period:
FY 02-03
3rd Quarter**

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MAJOR PERFORMANCE INITIATIVES

County Mgr. Priority (Circle One): *People* *Service* *Technology* *Fiscal Responsibility*

Describe initiative and provide status update

IT Consolidation

The Information Technology (IT) Consolidation project is nearing the final stages of operation. Of the roughly 34 Departments that were identified as 'in scope', the project team is in progress or complete with 22 of those Departments. Personnel transfers to the e-Government Department and the Information Technology Department are ongoing as are hardware and infrastructure migrations. The remaining Departments are expected to be complete by the end of the fiscal year. The scope of the project was narrowed in July of 2003 to focus on common infrastructure services including, Desktop Support & Network Management, Exchange Server, and Web Publishing while Application Development & Maintenance for department specific systems is now considered out of scope. Consolidation focuses primarily on areas related to Desktop Support, Network Management, Telephony, and Servers. The business drivers for consolidating IT center around six basic areas: Focus on "Core Business"; Increase Quality of Service; Establish Accountability for IT spending; Create Opportunities for Reducing IT Costs; Optimize Countywide IT Investment; and Create Opportunities for increased Effectiveness. For more information on the project, please visit the website.

Strategic Plan
Business Plan
Budgeted Priorities
Customer Service
☒ *ECC Project*
Workforce Dev.
Audit Response
Other
(Describe)

County Mgr. Priority (Circle One): *People* *Service* *Technology* *Fiscal Responsibility*

EDMS Project

1. Employee Relations Department
 - Backfile scanning is now working on complete personnel folders. C-D complete;
 - Personnel Change Document (PCD) workflow and mainframe integration are in use by ERD, DERM, CIO/EGOV/ITD in production;
 - Backfile scanning is being prepared to go to the backfile vendor;
 - Compensation analysis completed, preparing for acceptance testing;
2. Department of Environmental Resources Management
 - Specifications have been gathered to design a sub-process for the PCDPCD;
3. OMB, Finance
 - Travel Request e-form has been completed, OMB is identifying the first six departments for training, testing, and deploying;
 - Travel Reimbursement e-form is now part of the schedule with the travel request e-form;
4. Procurement
 - Procurement employees have received training;
5. GSA – Risk Management
 - Change of Beneficiary e-form is in production;
 - New open enrollment form programming is in process;
 - New open enrollment form has been designed;
6. JAC
 - Analysis report is complete, implementation will begin in August;
7. MDPD – Records Bureau
 - Analysis continues with an emphasis on criminal reports

Strategic Plan
Business Plan
Budgeted Priorities
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Other
(Describe)

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
							36	2		

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

C. Turnover Issues

D. Skill/Hiring Issues

E. Part-time, Temporary and Seasonal Personnel (Including the number of temporaries long-term with the Department)

F. Other Issues

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
CIO Management	3,591	2,004	501	642	1,503	642	57.30%	32.03% (1)
IT Business Office	869	1,842	461	0	1,382	0	100.00%	0.00% (1)
Total	4,460	3,846	962	642	2,885	642	77.75%	16.69%
Expenses								
CIO Management	11,260	2,004	501	669	1,503	1,282	14.71%	63.97% (2)
IT Business Office	1,540	1,842	461	477	1,382	1,476	-6.84%	80.13%
Total	12,800	3,846	962	1,146	2,885	2,758	4.39%	71.71%

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90+ days and those scheduled for write-off, if applicable)

Notes on Financial Information:

(1) General Fund subsidies will be received at the end of the fiscal year.

(2) Positions reallocated to this area due to IT consolidation and other initiatives.

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

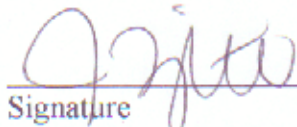
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DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



Signature

Department Director

Date 8/22/2003